

Executive Registry

11 AUG 1977

77-8604/2

U. S. Civil Service Commission
Office of Selective Placement Programs
Staffing Resources Division
Bureau of Recruiting and Examining
Washington, D. C. 20415

Gentlemen:

Enclosed is the Central Intelligence Agency's 1978 Plan of Action for Employment, Placement, and Advancement of Handicapped Persons, Including Disabled Veterans, in accordance with instructions contained in FPM Letter No. 306-12.

The Central Intelligence Agency Act of 1949, as amended (50 U.S.C.A. 403g), charges the Director of Central Intelligence with the responsibility for protecting sources and methods of intelligence collection. Within that context, it is not possible for us to provide the statistical data requested in the FPM Letter. We have been able to identify approximately 75 handicapped employees and 100 disabled veteran employees in the Agency. As you will note, however, we believe our data base is not accurate and have included an objective to verify our information in 1978.

[redacted] currently Chief of our Professional Placement Branch, continues to serve as the Coordinator for Selective Placement of the Handicapped and Disabled Veterans. Her new telephone number is [redacted]

Sincerely,

(SIGNED) F. W. M. JANNEY
F. W. M. Janney
Director of Personnel

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EX-100 REGISTRY FILE

Civil Service Comm.

OP/SPD/PPB/[redacted] (10Aug77)

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REMARKS: 1) 74L 2) ER file		
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ROOM NO. 5E58	BUILDING Hqs	EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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2 AUG 1977

Executive Registry

77-8604

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

VIA : Acting Deputy Director for Administration

SUBJECT : 1978 Plan of Action for Employment, Placement,
and Advancement of Handicapped Persons,
Including Disabled Veterans []

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1. [] Action Requested: This memorandum requests your approval of the attached Headquarters Notice (attachment A), and the Selective Placement Program paper which includes a Report of Accomplishments for 1977, an Introduction to the 1978 Plan, and a Plan of Action for 1978 (attachment B).

2. [] Basic Data: Section 501 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and Section 403 of the Vietnam Era Veterans' Readjustment Act of 1974 (Public Law 93-508) direct all agencies in the Executive Branch to develop and submit annually to the Civil Service Commission comprehensive affirmative action programs for the hiring, placement, and advancement of handicapped individuals, disabled veterans, and employees who become disabled on the job. Civil Service Commission instructions as contained in FPM Letter 306-12 (attachment C), require that an Agency policy statement be issued which clearly indicates top management's commitment and support of these programs and that a report of accomplishments addressing the objectives of the plan for the previous year be submitted with the new annual Plan of Action. A program assessment is required for the first time this year and is contained in Part C of the Selective Placement Program paper.

[] Since the inception of the formal program in 1974, the Agency has made most progress in the areas of removal of architectural barriers and hiring. Ramps have been installed, restrooms reconfigured, and special parking spaces made available. We have hired 37 persons (4 so far in 1977) with handicaps of varying degrees of severity (from extreme nearsightedness to muscular dystrophy, cerebral palsy, and total deafness). We estimate that there are about 100 handicapped employees on duty; however, since the original information was obtained through a component managerial survey and not by employee participation, we believe this figure to be on the low side. Plans are under

consideration for conducting a survey on this subject, based on guidelines from the Civil Service Commission. The survey would require a self-identification by each employee as to the existence, or non-existence, of a handicapping condition.

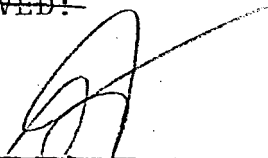
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3. ☐ Recommendation: It is recommended that the Headquarters Notice and Selective Placement Program paper be approved.

F. W. M. Janney

ST

APPROVED/~~DISAPPROVED~~:



Director of Central Intelligence

9 AUG 1977

Date

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THIS NOTICE IS CURRENT UNTIL RESCINDED

PERSONNEL

JULY 1977

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EMPLOYMENT, PLACEMENT AND ADVANCEMENT
OF PERSONS WITH HANDICAPS, INCLUDING DISABLED VETERANS

Rescission: HN 20-714 dated 31 March 1976

1. The Rehabilitation Act of 1973 (Public Law 93-112, as amended by Public Law 93-516) and the Vietnam Era Veteran's Readjustment Act of 1974 (VEVRA) (Public Law 93-508) direct all agencies of the Executive Branch to develop and provide annually to the Civil Service Commission an affirmative action plan for the hiring, placement, and advancement of handicapped individuals and disabled veterans. In addition, the VEVRA requires separate semi-annual reports on the status of affirmative actions taken specifically on behalf of disabled veterans. The Agency's position concerning the Federal Government's programs to provide equal employment and job assignment opportunities for handicapped individuals and disabled veterans is outlined in this notice. (The term "handicapped" as used in the remainder of this notice will include disabled veterans.)

2. In accordance with the provisions of the acts mentioned above, the combined Affirmative Action Plan for the Employment, Placement and Advancement of the Handicapped and Disabled Veterans for the period 1 April 1976 to 30 March 1977 was approved by the Civil Service Commission, and distributed internally for the information and guidance of action officers, managers and all employees. During the past year, much has been accomplished and progress has continued in the areas of recruitment contacts, architectural barriers, services, hiring, etc. Many of the accomplishments relate to the affirmative action plan while others have been realized as the result of efforts of interested employees. A more complete report on specific achievements will be published in the near future, as will the 1978 Affirmative Action Plan.

3. The Agency's personnel management system, its actions, and its accomplishments in this area bear witness to its traditional support of the principles and objectives which are now formalized by the cited laws. I hereby reaffirm the Agency's, and my, wholehearted support of, and commitment to, these programs, and our responsibility to insure that qualified handicapped persons, including employees who become disabled on the job, have the full measure of opportunities in hiring, placement, and advancement in the Central Intelligence Agency. We will continue to aggressively pursue our objectives to their completion and insure that the principles of the program are completely integrated into the Agency's personnel management system. These programs are not meant to be works of charity, but reflect, and emphasize, the need to think in terms of the abilities rather than the disabilities of this

JUNE 1977

PERSONNEL

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frequently overlooked source of potentially valuable employees, and to insure that we provide equal consideration and opportunities for productive employment for the handicapped in positions for which they qualify.

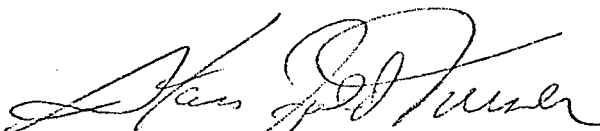
4. Responsibility for the Agency-wide coordination of the Agency's affirmative action efforts on behalf of the handicapped rests with the Director of Personnel. Responsibility for the implementation of the principles of the program and for integrating them into the overall management system rests with the managers and supervisors in each component who are responsible for the day-to-day management of Agency personnel. Miss [redacted] serves as the Agency Coordinator for these Selective Placement Programs while the senior Directorate and Component Personnel Officers are designated as Assistant Coordinators. The role of the coordinators is to serve as the focal point for advice, guidance and assistance to managers and employees and to coordinate the efforts of the individual managers in implementing the principles of the programs. Questions and/or suggestions regarding this program should be directed to [redacted] on extension

AT

AT

[redacted] Room 836, Ames Building.

ST



STANSFIELD TURNER
Director

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